

Change of Use and Certificates of Occupancy

The uses of all existing and new buildings are required to conform to the 2003 International Residential Code and any change in use will require that a new CO be issued for the new use. To obtain the new CO, submit a written request to the Town of Frederick describing the current use and the proposed new use. If the new use is appropriate for the zone and no code updates are required, a new CO will be issued. If the use does not conform to the zone district, building code or other regulations, a notification of options will be provided.

INSPECTIONS/JOB SITE RECORDS

Plans:

Keep the approved plan set on the job site at all times and until the project is completed. This includes the site plans, building plans, plan review report and soils report. If the approved plans are being deviated from, an addendum must be submitted and authorization obtained from the Building Official before proceeding.

Address:

Post the job address such that it is visible from the street. Inspections may not be made if the address is not posted properly as required by the IBC.

Inspection Record Card:

Post the Inspection Record Card on the job site for the inspector. Lack of the inspection card can result in confusion and leaves the owner/contractor without a record of inspector authorizations, and may cause unnecessary delays.

Inspection Requests:

Inspections must be call for at various stages of the project as required by the 2003 International Residential Code. Inspection requests may be called into 303-833-0661. Calls received by 7:00 a.m. will be done the same day, calls received after 7:00 a.m. will be done the next business day. Marty Maslen, Chief Building Official may be reached at 303-833-2388 or her cell 303-472-0220. To successfully schedule an inspection, the following information must be given:

1. Permit Number
2. Job Address
3. Type of inspection you are requesting (ex: rough electrical, mechanical, plumbing, frame, etc.)
4. Contact name and telephone number
5. Subdivision

If a request for inspection lacks any of the above information, the inspection will not be scheduled or performed and will need to be called in properly.

Building Codes

The Town of Frederick had adopted building code regulations to assure buildings built within the town limits are safe for its citizens. These adopted codes are the **minimum** regulations necessary to ensure safe buildings. The purpose of the 2003 International Residential Code is to "...provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures within this jurisdiction..." Copies of the adopted codes are available for viewing in the Building Department at Town Hall.

Plan Reviews

Before a building permit can be issued, all building codes and other laws and related agreements must be satisfied. Plan reviews must be performed by the Chief Building Official for all new construction and remodeling to certify compliance with all adopted building codes. The minimum plan submittal requirements are included in this department guide. To find out if a plan review is required for a certain project, please contact Kathy Larson at 303-833-2388, extension 26.

Inspections

Inspections are made at various stages of the building project to ensure compliance with adopted building, mechanical, electrical and fire codes. If the inspector finds discrepancies, the discrepancies are noted on an inspection/correction form and left on the job site for the responsible party to correct. Upon making the necessary corrections, a follow up inspection must be made to assure compliance has been reached. In addition to building inspections performed by the Town of Frederick, inspections may be required by other agencies to assure that public and private improvements are built to Town standards. These agencies include, but are not limited to, Engineering, Planning, Public Works and Fire Department. The Weld County Department of Health and Environment may require inspection approval for certain types of projects, such as restaurants and food preparation uses. The State of Colorado may also require inspections for commercial developments.

To schedule an inspection, please call 303-833-0661. Inspections called in by 7:00 a.m. will be done the same day, any inspections called in after 7:00 a.m. will be done the next business day.

Town of Frederick
New Residential Plan Submittals

1. Fill out a building permit application giving description of project and square footage of each area (living space, finished basement, unfinished basement, garage, porches/decks).
2. Submit **two (2)** sets of the following:
 - a. Site plan (show setbacks from all property lines, footprint of building including all decks, porches and show all plan options such as a 3-car garage instead of a 2-car garage, 4th bedroom, etc.)
 - b. Architectural Plans (floor plan, building section, elevations, framing, roof), stamped by a Colorado licensed architect (CRS 12-4-116).
 - c. Foundation Plans (plan view, cross-sections, reinforcing schedule, beams, etc.) , stamped by a Colorado licensed engineer (CRS 12-25-117). **Note: An engineered foundation will be required.**
 - d. Electrical Plans stamped by a Colorado licensed engineer.
 - e. Mechanical Plans (show location of furnace, water heater, BTUs on floor plan stamped by a Colorado licensed engineer.
 - f. Fire Protection Plans stamped by a Colorado licensed engineer (if sprinkler system is required).
3. Submit **two (2)** copies of the soils report.
4. Show address, lot and block and subdivision filing on site plan and permit application.

The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws. Incomplete submittals will result in delay of the permit approval.

Please note: THE TOWN DOES NOT REVIEW PLANS FOR COMPLIANCE WITH SUBDIVISION COVENANT AGREEMENTS. CONTACT YOUR INDIVIDUAL SUBDIVISION'S HOMEOWNERS ASSOCIATION FOR SPECIFIC RESTRICTIONS.

Note: Any changes to approved plans will require authorization and payment of any appropriate fees.

Special Inspections

Pursuant to the 2003 International Building Code the designer, on the plans or in the specifications, must identify all special inspections required by the IBC. The qualifications of the individuals doing special inspections will be reviewed during the plan review process. These individuals must be qualified in the special area of construction being inspected. Examples of work for which special inspections are required by the 2003 International Building Code are:

1. **Concrete:** During the taking of test specimens and placing of reinforced concrete. See item 12 for shotcrete.
2. **Bolts installed in concrete:** Prior to and during the placement of concrete around bolts when stress increases permitted by the design standards of the IBC are used.
3. **Special moment-resisting concrete frame:** As required by the design standards of the IBC.
4. **Reinforcing steel and pre-stressing steel tendons:**
 - a. During all stressing and grouting of tendons in pre-stressed concrete.
 - b. During placing of reinforcing steel and pre-stressing tendons for all concrete required to have special inspection by item 1.
5. **Welding:**
 - a. Special moment-resisting steel frames as required by the design standards of the IBC.
 - b. All structural welding, including welding of reinforcing steel.
6. **High-Strength Bolting:** As required by the IBC design standards.
7. **Structural masonry:** During preparation of masonry wall prisms, sampling and placing of all masonry units, placement of reinforcement, inspection of grout space, immediately prior to closing of cleanouts and during all grouting operations. Refer to IBC exceptions of this requirement.
8. **Reinforced gypsum concrete:** When Class B gypsum concrete is being mixed and placed.
9. **Insulation concrete fill:** During the application of insulating concrete fill when used as part of a structural system.
10. **Spray-applied fireproofing:** As required by IBC Fire-resistive Standards.
11. **Piling, drilled piers and caissons:** During driving and testing of piles and construction of cast-in-place drilled piers or caissons. See Items 1 & 4 for concrete and reinforcing steel inspections.
12. **Shotcrete:** During the taking of test specimens and placing of all shotcrete as required by the IBC.
13. **Special grading, excavation and filling:** During earth-work excavations, grading and filling operations inspection to satisfy requirements of the foundation and grading requirements of the IBC.
14. **Special Cases:** Work which, in the opinion of the Building Official, involves unusual hazards or conditions.

For a complete list of required special inspections, duties and qualifications of the special inspector, please refer to the International Building Code Section 1704. A final report from each special inspector shall be submitted as a condition for a CO or final approval.